

# **Workforce Recruiting and Training Resources**

Chattanooga Area

2010

*Connecting Companies, the Community and  
Continuous Learning*



**CHATTANOOGA**  
**AREA CHAMBER OF COMMERCE**

***The Best Business Connections Around!***

# Workforce Development Manual

## Topic & Page #

Adult Basic Education	1
Apprenticeship Programs	1
Continuing Education	2
Craft Skills Training	2
Disabilities Training	2
Displaced Workers	3
Employers Customized Training and Management	3
English as Second Language	4
Entrepreneurial Training	4
Ex-Offender Placement (Youth and Adults)	4
Families First	5
GED Preparation	5
Industrial Certificates	5
Job Skills Training	6
KeyTrain	6
Literacy Training	7
Placement – Blue Collar, Professional, Seniors	7
Soft Skills and Work-ethics Training	8
Temporary Employment	8
Welfare-To-Work	9
Workforce Development Consultants	9
WorkKeys	10
Two-Year Degree Programs	10
Four-Year Degree Programs	10
Graduate Degrees	11
Index of Organizations and Institutions	12-21

## **1**

### **ADULT BASIC EDUCATION**

Organizations and institutions that provide services in adult basic education give individuals opportunities and support to achieve personal goals for education, employment, health, family life, community integration, and emotional well-being. Customized training needs for business, industry, and government are also available through some organizations, which assist in report writing, math skills, computer literacy, GED preparation, job search techniques, interviewing skills, and resume preparation. Listed below are local organizations/institutions that offer adult basic education services:

**The AIM Center, Inc.**  
**Alexian Brothers Senior Neighbors**  
**All-American Schools**  
**Chattanooga College**  
**Chattanooga State**  
**Educational Opportunity Center**  
**ITT Technical Institute**  
**Miller-Motte Technical College**  
**Northwestern Technical College**  
**RE:START – The Center for Adult Education**  
**TN Career Center at Chattanooga**  
**Virginia College School of Business and Health**

### **APPRENTICESHIP PROGRAMS**

Apprenticeship programs offer individuals an opportunity to work in a recognized skilled craft or trade requiring one or more years of on-the-job training. After the training combining job experience and related instruction, the individual is considered a qualified skilled worker. Listed below are local organizations/institutions that offer apprenticeship programs, as well as some that will help interested companies develop apprenticeship programs:

**Alstom Power, Inc.**  
**Chattanooga Electrical Joint Apprentice and Training Committee**  
**Chattanooga Ironworkers Joint Apprentice and Training Committee**  
**Operating Engineers Local 917**  
**Electric Power Board**  
**Tri-State Carpenters & Millwrights Joint Apprentice and Training Committee**  
**UA Local 43 Plumbers & Steamfitters Joint Apprentice and Training Committee**  
**U.S. Department of Labor, Office of Apprenticeship**

**CONTINUING EDUCATION**

Continuing education courses provide training for innovative entry- level workers, as well as professionals who want to increase their knowledge for the development of their careers and personal well-being. Classes range from basic computer skills, job development, and GED programs for the entry- level worker, to computer repair, leadership, and project management. Listed below are organizations/institutions that offer courses for continuing education:

- Alexian Brothers Senior Neighbors**
- The AIM Center, Inc.**
- All-American Schools**
- Chattanooga College**
- Chattanooga State**
- ITT Technical Institute**
- Northwestern Technical College**
- RE:START – The Center for Adult Education**
- Urban League of Greater Chattanooga**
- UTC Division of Continuing Education**

**CRAFT SKILLS TRAINING**

Crafts skills training courses provide a mixture of academia with hands-on experience. Machining, electronics, industrial maintenance, machine-tool maintenance, and business are merely a few fields of study that are offered at various area locations. Customized training courses are offered for individual development as well as for business, industry, and government.

Listed below are organizations/institutions that offer craft skills training:

- Chattanooga State**
- Job Corps**
- Northwestern Technical College**

**DISABILITIES TRAINING**

Disabilities training courses encourage people with disabilities and disadvantages to achieve their fullest potential and capabilities through training that focuses on self-sufficiency, work ethics, conflict resolution, self-esteem, interviewing techniques, and work adjustment while aiding in job placement. Some courses are focused on employers as they provide incentives for hiring and training people with disabilities. Organizations offer assistance to potential employers by providing them with pre-screened applicants, Americans with Disabilities Act (ADA) assistance, and employee-training assistance. Listed below are local organizations that help people with disabilities find employment and aid businesses in learning how to find and manage these special employees:

- The Aim Center, Inc.**
- Chattanooga Goodwill**
- Corporate Connections**
- Continued on next page-**

**3**

**Inner City Ministries**

**Job Corps**

**Orange Grove Center**

**Signal Centers, Inc. Adults with Disabilities Program**

**Siskin Hospital, Vocational Services Department**

**TN Career Center at Chattanooga**

**Tri-State Resource and Advocacy Corporation, Inc.**

### **DISPLACED WORKERS**

Organizations and institutions that provide employment placement services aid displaced workers in achieving their fullest capabilities through personal development and offer outlets for career opportunities through the assessment of strengths and interests matched with job opportunities in the community. Personal development classes are available at most placement locations. Some of the topics that are covered in these classes are as follows: resume' preparation, job-searching techniques, interviewing skills, work ethics, conflict resolution, anger and stress management, and cultural diversity. Listed below are local organizations/institutions that offer employment placement services:

**Alexian Brothers Senior Neighbors**

**Chattanooga Goodwill**

**Chattanooga State**

**Educational Opportunity Center, UTC**

**Inner City Ministries**

**Jobs Partnerships/Hope for Chattanooga**

**Northwestern Technical College**

**TN Career Center at Chattanooga**

**TN Department of Labor & Workforce Development**

**Urban League of Greater Chattanooga**

**UTC Center for Community Career Education**

**UTC Division of Continuing Education**

### **EMPLOYERS' CUSTOMIZED TRAINING AND MANAGEMENT**

Employers' customized training courses specialize in particular fields of employment in business, industry, or government for individuals who desire to increase their knowledge for the development of their careers. From GED preparation, basic computer skills, and technical writing to project management, team building, and communication skills, a variety of classes are offered to accommodate every level and type of employment. Listed below are local organizations/institutions that offer customized training for all levels of employees:

**All-American Schools**

**Chattanooga Goodwill**

**Chattanooga College**

**Chattanooga State**

**Corporate Connections**

**-continued on next page-**

**4**

**Inner City Ministries  
ITT Technical Institute  
Northwestern Technical College  
Oak Ridge National Laboratories  
RE:START – The Center for Adult Education  
University of Phoenix – Chattanooga Campus  
Urban League of Greater Chattanooga  
UTC Center for Industrial Services  
UTC Division of Continuing Education**

### **ENGLISH AS A SECOND LANGUAGE**

Institutions that offer courses in English as a second language provide international students/workers the opportunity to improve their social and work environments by focusing on conversation skills, composition, and technical writing. Listed below are institutions that offer classes in English as a Second Language:

**Chattanooga State  
Northwestern Technical College**

### **ENTREPRENEURIAL TRAINING**

Entrepreneurial training provides education concerning business development and planning. Writing business plans, researching ideas, obtaining industry information, and building business vocabulary are included in entrepreneurial training. Business counseling, training, and professional assistance are services that are also available. Listed below are local organizations/institutions that provide entrepreneurial training:

**Bethlehem Center  
Chattanooga State  
Northwestern Technical College  
TN Small Business Development Center  
UTC Division of Continuing Education**

### **EX-OFFENDER PLACEMENT (YOUTH AND ADULTS)**

Placement services for ex-offenders provide career opportunities through training, counseling, and educational programs which helps ex-offenders restore productive roles in society. Substance abuse assessments and treatments as well as anger-management therapy are also available. Listed below are local organizations/institutions that provide placement services for ex-offenders:

**Alexian Brothers Senior Neighbors  
Chattanooga Endeavors  
Chattanooga Goodwill  
Educational Opportunity Center, UTC  
The House of Refuge  
UTC Division of Continuing Education**

**FAMILIES FIRST**

Families First is a social service agency that specializes in strengthening and preserving families by offering support and training in the areas of counseling, family support, education, community building, and advocacy. A broad range of classes and training, such as basic job acquisition techniques, family literacy, GED preparation, and job assessments and placement, are available for Families First customers.

Listed below are local organizations/institutions that provide training and services for Families First customers:

**Chattanooga Goodwill**  
**Chattanooga State**  
**Educational Opportunity Center, UTC**  
**Families First Career Development Center(operated by PSI, Inc.)**  
**Inner City Ministries**  
**Families First Career Development Center**  
**TN Career Center at Chattanooga**  
**Urban League of Greater Chattanooga**

**GED PREPARATION**

A GED (General Education Development) certificate is basically equivalent to a high school diploma. Language arts, reading, writing, social studies, science, and mathematics are the tested areas on the exam. GED preparation classes are available for anyone interested in studying before taking the exam. Listed below are organizations/institutions that offer GED preparation classes:

**The AIM Center, Inc.**  
**Chattanooga State**  
**Job Corps**  
**Northwestern Technical College**  
**RE:START – The Center for Adult Education**  
**Urban League of Greater Chattanooga**

**INDUSTRIAL CERTIFICATES**

Certification for particular jobs is required by most industries. Certification can be obtained by participating in educational and training programs specializing in specific industrial fields. Listed below are local organizations/institutions where industrial certificates may be obtained:

**Educational Opportunity Center, UTC**  
**Miller-Motte Technical College**  
**Northwestern Technical College**  
**Oak Ridge National Laboratories**  
**Urban League of Greater Chattanooga**  
**UT Center for Industrial Services**

## **6**

### **JOB SKILLS TRAINING**

Organizations/institutions that offer classes and services in job skills training focus on skills that are needed for various jobs in all types of business, industry, and government related careers. Listed below are local organizations/institutions that offer training for jobs in various industries:

**Alexian Brothers Senior Neighbors**

**All-American School**

**The AIM Center, Inc.**

**Chattanooga Goodwill**

**Chattanooga College**

**Chattanooga State**

**Inner City Ministries**

**ITT Technical Institute**

**Job Corps**

**Jobs Partnership/Hope for Chattanooga**

**Miller-Motte Technical College**

**Northwestern Technical College**

**Orange Grove Center**

**Signal Centers, Inc. Adults w/Disabilities Program/Young Adult Enrichment**

**Program/TN Career Centers**

**Siskin Hospital, Vocational Services Department**

**TN Career Center at Chattanooga**

**Urban League of Greater Chattanooga**

**Virginia College School of Business and Health**

### **KEYTRAIN**

KeyTrain, originally designed for the WorkKeys employment system, is an easy computer program, including a full sound track, which helps people renew and expand skills they may have previously learned and not put to use. KeyTrain also helps people to learn and utilize these skills for practical situations they may encounter in typical jobs. Each topic includes a review of a skill, opportunities to practice the skill, and exercises that apply the skill in real-world applications. Listed below are institutions that offer KeyTrain courses:

**Chattanooga Endeavors**

**Chattanooga State**

**Siskin Hospital**

**Vocational Services Department**

**TN Career Center at Chattanooga**

**LITERACY TRAINING**

Literacy training provides individuals with introduction in reading, writing, language development, and critical understanding as well as decision-making abilities they need for personal and community development. Listed below are organizations/institutions that provide literacy-training services:

**The AIM Center, Inc.**  
**The Bethlehem Center**  
**Chattanooga Goodwill**  
**Chattanooga State**  
**Inner City Ministries**  
**Jobs Partnerships /Hope for Chattanooga**  
**Northwestern Technical College**  
**RE:START – The Center for Adult Education**

**PLACEMENT- BLUE COLLAR, PROFESSIONAL, SENIORS**

Placement services provide a link between job seekers and employers by supplying job seekers with information about employment opportunities in various job markets.

Assessments of individuals' strengths and interests are performed, and then a match is made with an available job. Job coaching/training is provided followed by a service determining the success of the placement. Listed below are local placement services for blue-collar, professional and senior workers:

**The AIM Center, Inc.**  
**Alexian Brothers Senior Neighbors**  
**ATSI Career Transition Services**  
**Chattanooga Endeavors**  
**Corporate Connections**  
**Chattanooga State**  
**Inner City Ministries**  
**Job Corps**  
**Orange Grove Center**  
**Signal Centers, Inc. Young Adult Enrichment Program/ TN Career Centers**  
**Signal Centers, Inc. Adults with Disabilities Program**  
**Siskin Hospital, Vocational Services Department**  
**TN Career Center at Chattanooga**  
**TN Department of Labor & Workforce Development**  
**Urban League of Greater Chattanooga**

**SOFT-SKILLS AND WORK-ETHICS TRAINING**

Soft-skills training focuses on improving employees' working relationships with fellow employees, subordinates and superiors by focusing on improving skills related to personal development, interpersonal, and attitudinal development. Courses and seminars on work ethics promote both personal and business development as employees learn skills that aid in their individual success and help them become more efficient team players, thus creating a healthier work environment. Possible courses and seminar topics, which are also characteristics of good work ethics, are dependability, honesty, responsibility, productivity, respecting authority, avoiding conflict, and good interpersonal skills. Listed below are local organizations/institutions that provide soft-skills training services:

**The AIM Center, Inc.**

**Alexian Brothers Senior Neighbors**

**All American Schools**

**Bethlehem Center**

**Chattanooga Endeavors**

**Chattanooga Goodwill**

**Chattanooga State, Ahead Program**

**Chattanooga State Continuing Education Department**

**Inner City Ministries**

**Job Corps**

**Jobs Partnership/Hope for Chattanooga**

**Northwestern Technical College**

**Signal Centers, Inc. Adults w/Disabilities Program/Young Adult Enrichment**

**Program/ TN Career Centers**

**Siskin Hospital, Vocational Services Department**

**TN Career Center at Chattanooga**

**Urban League of Greater Chattanooga**

**UTC Division of Continuing Education**

**TEMPORARY EMPLOYMENT**

Temporary employment positions are created for time periods when an extra workload is expected or acquired, as in seasonal work. Continuance for particular positions is not expected for temporary employees. Temporary employees do not receive benefits or salaries, and they are usually paid hourly wages. Listed below are local organizations/institutions that help job seekers find temporary employment:

**Alexian Brothers Senior Neighbors**

**Chattanooga Endeavors** (We are a staffing agency and provide temporary employment to our clients as a work experience opportunity.)

**Chattanooga Goodwill**

**Corporate Connections**

**Inner City Ministries Jobs Partnerships/Hope for Chattanooga**

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**Orange Grove Center**  
**Senior Aides Title V Project, Alexian Brothers Senior Neighbors**  
**Signal Centers, Inc. Young Adult Enrichment Program/TN Career Centers**  
**Signal Centers, Inc. Adults w/Disabilities Program**  
**Siskin Hospital, Vocational Services Department**  
**Spaniard Del Barrio**  
**TN Career Center at Chattanooga**  
**TN Department of Labor & Workforce Development**  
**Urban League of Greater Chattanooga**  
**UTC Division of Continuing Education**

### **WELFARE-TO-WORK**

Welfare-to-work services are designed to open employment opportunities for people at a disadvantage in the labor market. Services range from seminars on punctuality, interpersonal relationships, and positive/attitude behavior to counseling focusing on interviewing skills, resume' writing, and job application filing. Some organizations/institutions provide full service by offering job placement services as well as the seminars and counseling. Job placement services provide employment opportunities by assessing job seekers' strengths and interests and linking them with available jobs in their fields of interest. Listed below are local organizations/institutions that provide welfare-to-work services:

**The Aim Center, Inc.**  
**Alexian Brothers Senior Neighbors**  
**Chattanooga Endeavors**  
**Chattanooga Goodwill**  
**Families First Career Development Center (operated by PSI, Inc.)**  
**Inner City Ministries**  
**Jobs Partnership/Hope for Chattanooga**  
**TN Career Center at Chattanooga**  
**Tennessee Department of Labor & Workforce Development**  
**Urban League of Greater Chattanooga**

### **WORKFORCE DEVELOPMENT CONSULTANTS**

Workforce development consulting includes training, development, and learning by employees, the self-employed, and owners/managers to improve all workplace conditions. Workforce development can include academic, subject-based training, but it usually focuses on more work-related, vocational training such as general communication, people and management skills, and industry-specific skills. Workforce development consulting is beneficial to employers as well as employees as higher profits equal higher wages. Listed below are local organizations that provide workforce development training:

**Chattanooga State**  
**Northwestern Technical College**

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**WORKKEYS**

WorkKeys Job Profiling and Assessment, a division of the ACT assessment used by most colleges, tests people in the areas of problem solving, communication, and teamwork. It also identifies the skill levels needed to do specific jobs, so students can learn where they need improvement to obtain the job of their choice. Job Analysis is also performed to identify physical job demands. The results provide employers with valid information about each job so that potential employees' performance abilities can be tested prior to hiring. Ultimately, the goal of WorkKeys is to develop a job market where students and employees in their communities are adequately prepared for higher-skill, higher-wage jobs. Listed below are local institutions that provide WorkKeys testing:

**Chattanooga State  
Northwestern Technical College**

**TWO-YEAR DEGREE PROGRAMS**

Two-year degree programs offer customized training needs for potential careers in business, industry, and government. Certification from two-year programs provides an entrance into the job market for a particular field or trade. Listed below is a local institution that offers two-year degree programs:

**Chattanooga College  
Chattanooga State  
Educational Opportunity Center, UTC  
Miller-Motte Technical College  
Northwestern Technical College  
Virginia College School of Business and Health  
University of Phoenix-Chattanooga Campus**

**FOUR-YEAR DEGREE PROGRAMS**

Four-year degree programs offer customized training needs for potential careers in business, industry, and government as well as general studies classes to provide an overall well-rounded educational background. Eligibility for most upper-level jobs requires at least a four-year degree in a particular field. Listed below are local institutions that offer four-year degree programs:

**Covenant College  
Educational Opportunity Center, UTC  
Southern Adventist University  
Tennessee Temple University  
University of Phoenix – Chattanooga Campus  
University of Tennessee at Chattanooga  
Virginia College School of Business and Health**

## **11**

### **GRADUATE DEGREES**

Graduate degrees complement other achieved degrees as they represent a more detailed and specific educational background in a particular area.

Eligibility for many upper-level jobs requires a graduate degree, while jobs that don't even require a graduate degree tend to pay more if you do have one. Listed below are local institutions that offer graduate-degree programs:

**Covenant College**

**Southern Adventist University**

**University of Phoenix – Chattanooga Campus**

**University of Tennessee at Chattanooga**

**DIRECTORY****The AIM Center, Inc.**

472 W. ML King Blvd., Chattanooga, TN 37402

Phone: (423) 624-4800 ext. 127

Fax: (423) 622-8102

Contact: Aimel Baron, Employment Services Coordinator

E-mail: [aimel@aimcenterinc.org](mailto:aimel@aimcenterinc.org)

Website: [www.aimcenterinc.org](http://www.aimcenterinc.org)

**Clients:** Adults, 16 years and older, diagnosed with a mental illness

**Alexian Brothers Senior Neighbors**

1000 Newby Street, Chattanooga, TN 37402

Phone: (423)755-6100

Fax: (423) 755-6125

Contact: Cindi Crutchfield, Director-Employment & Training

E-mail: [ccrutchfield@alexianbrothers.net](mailto:ccrutchfield@alexianbrothers.net)

Website: [www.alexianseniorneighbors.org](http://www.alexianseniorneighbors.org)

**Clients:** Adults (50) and older

**All-American Schools**

951 Eastgate Loop, Suite 1000

Building 5700

Chattanooga, TN 37411

Phone: (423) 553-1355

Fax: (423) 553-1386

Contact: Mr. Ron Welch, President

E-mail: [welchrc@earthlink.net](mailto:welchrc@earthlink.net)

Website: [www.All-AmericanSchools.com](http://www.All-AmericanSchools.com)

**Clients:** General public, unemployed & displaced workers, businesses, corporations seeking customized training; persons seeking career enhancement and career change training.

**Alstom Power, Inc.**

1119 Riverfront Parkway, Chattanooga, TN 37402

Phone: (423) 752-2100

Contact: Jack Rudez

E-mail: [jack.rudez@alstom.com](mailto:jack.rudez@alstom.com)

Website: [www.power.alstom.com](http://www.power.alstom.com)

**Clients:** Boilermakers

## 13

### **ATSI Career Transition Services**

951 Eastgate Loop Drive, Bldg. 5700, Suite 500, Chattanooga, TN 37411

Phone: (423) 485-9232 or (423) 485-1191

Fax: (423) 485-9230

Contact: Edward Cooper, Career Transition Specialists

E-mail: [chatjob3@bellsouth.net](mailto:chatjob3@bellsouth.net)

Website: [www.atsi-mstcts.org](http://www.atsi-mstcts.org)

**Clients:** Job Corps graduates (within 1 year of exiting program) and former enrollees

### **Bethlehem Center**

200 West 38<sup>th</sup> Street, Chattanooga, TN 37410

Phone: (423) 266-1384 ext. 12

Fax: (423) 756-3557

Contact: Bill Holland, Business Manager

E-mail: [bholland@thebeth.org](mailto:bholland@thebeth.org)

Website: [www.thebeth.org](http://www.thebeth.org)

**Clients:** Residents of the Alton Park Community and the inner city of Chattanooga

### **Chattanooga College**

Medical, Dental & Technical Careers

3805 Brainerd Rd.

Phone: (423) 624-0077

Fax: (423) 624-1575

### ***Eastgate Campus***

5600 Brainerd Road

Suite E-3

Chattanooga, TN 37411

Phone: (423) 305-7781

Fax: (423) 305-7786

Contact: Angie Daly, Student Services/Placement Director

E-mail: [angied@chattanoogacollege.edu](mailto:angied@chattanoogacollege.edu)

Website: [www.chattanoogacollege.edu](http://www.chattanoogacollege.edu)

**Clients:** Adults of all ages

### **Chattanooga Electrical Joint Apprentice and Training Committee**

3924 Volunteer Drive, Chattanooga, TN 37416

Phone: (423) 894-9053

Fax: (423) 242-0056

Contact: Kenny Smith, Training Director

E-mail: [citydynamo@aol.com](mailto:citydynamo@aol.com)

Website: [www.chattanoogajatc.com](http://www.chattanoogajatc.com)

**Clients:** Adults of all ages

14

**Chattanooga Endeavors**

310 East 8<sup>th</sup> St. (All Saints Academy Building), Chattanooga, TN 37403

Phone: (423) 266-1888

Fax: (423) 266-2196

Contact: Tim Dempsey, CEO

E-mail: [tdempsey@chattanoogaendeavors.com](mailto:tdempsey@chattanoogaendeavors.com)

Website: [www.chattanoogaendeavors.com](http://www.chattanoogaendeavors.com)

**Clients:** Ex-offenders in the Hamilton County area who are unemployed or underemployed.

**Chattanooga Goodwill**

3500 Dodds Avenue, Chattanooga, TN 37407

Phone: (423) 629-2501, ext. 222

Fax: (423) 242-0594 Contact: Cyndee Sims, Vice President Mission Services

E-mail: [cyndee.sims@goodwillchatt.org](mailto:cyndee.sims@goodwillchatt.org)

Website: [www.goodwillchatt.org](http://www.goodwillchatt.org)

**Clients:** Typically serves people with disabilities and disadvantages

**Chattanooga Ironworkers JATC**

2701 Bell Arbor Avenue, Chattanooga, TN 37406

Phone: (423) 698-4198

**Clients: Ironworkers**

**Chattanooga State Community College**

4501 Annicola Highway, Chattanooga, TN 37406

Phone: (423) 697-3100

Fax: (423) 697-3325

Contact: Joyce Brinkmeyer, Director Sales, Center for Continuing Education & Workforce Development

E-mail: [joyce.brinkmeyer@chattanoogastate.edu](mailto:joyce.brinkmeyer@chattanoogastate.edu)

Website: [www.chattanoogastate.edu](http://www.chattanoogastate.edu)

**Clients:** Families First customers, displaced workers, businesses, and industries seeking customized training

**Covenant College-Chalmers Center for Economic Development**

14049 Scenic Highway, Lookout Mountain, GA 30750

Phone: (706) 419-1805

Fax: (706) 419-1813

Contact: Steve Corbett, U.S. Programs Coordinator

E-mail: [corbett@covenant.edu](mailto:corbett@covenant.edu)

Website: [www.covenant.edu](http://www.covenant.edu)

**Clients:** Public, private, and faith-based organizations that work in economically challenged neighborhoods

15

**Educational Opportunity Center, University of Tennessee, Center for Community Career Education**

615 McCallie Avenue, Dept. 6876, Chattanooga, TN 37403

Phone: (423)-425-1702

Fax: (423)-425-1748

Contact: Cynthia Wallace, Project Director

E-mail: [cynthia-wallace@utc.edu](mailto:cynthia-wallace@utc.edu)

Website: [www.utc.edu/eoc](http://www.utc.edu/eoc)

**Clients:** Targets lower-income adults who wish to complete or further their education; and whose parents have not received a college degree. Serving residents of Hamilton, Marion Sequatchie, Bledsoe & Grundy in TN.

**EPB (Electric Power Board)**

Address: P.O. Box 182255, Chattanooga, TN 37422

Phone: (423) 648-3234

Fax: (423) 648-3576

Website: [www.epb.net](http://www.epb.net)

**Clients:** People seeking internships in IBEW local 175 Unit 9

**Families First Career Development Center**

Operated by PSI, Inc.

6112 Shallowford Rd., Chattanooga, TN 37421

Phone: (423) 535-9103

Toll Free: (866) 626-3218

Fax: (423) 855-9157

Contact: Rebecca Kauffman, Director of Business Services

E-mail: [rkauffman@policy-studies.com](mailto:rkauffman@policy-studies.com)

Website: [www.policy-studies.com](http://www.policy-studies.com)

**Clients:** Participants receiving TANF/Families First

**The House of Refuge**

3418 Saint Elmo Avenue, Chattanooga, TN 37409

Phone: (423) 756-5919

Contact: Robert Thomas, Executive Director

E-mail: [robtee26@bellsouth.net](mailto:robtee26@bellsouth.net)

**Inner City Ministries**

1800 Roanoke Avenue, Chattanooga, TN 37406

Phone: (423) 698-3178

Fax: (423) 698-7141

Contact: Chiquita Bass, Executive Director

E-mail: [cbassicm@hotmail.com](mailto:cbassicm@hotmail.com)

Website: [www.innercityministries.com](http://www.innercityministries.com)

**Clients:** Disadvantaged inner-city children and their families

**16**

**ITT Technical Institute**

5600 Brainerd Road, Suite G-1, Chattanooga, TN 37411

Phone: (423) 510-6800

Fax: (423) 510-6850

Contact: Chad Jaynes, Director

E-mail: [cjaynes@itt-tech.edu](mailto:cjaynes@itt-tech.edu)

Website: [www.itt-tech.edu](http://www.itt-tech.edu)

**Jobs Partnership/Hope for Chattanooga**

2517 McCallie Avenue, Chattanooga TN 37404

Phone: (423) 698-4733

Fax: (423) 629-4726

Contact: James W. Cole, Director

E-mail: [jcole@hope4.org](mailto:jcole@hope4.org)

Website: [www.hope4.org](http://www.hope4.org)

**Clients:** Unemployed and dislocated workers

**Job Corps Admissions Office**

951 Eastgate Loop Drive, Bldg. 5700, Suite 500, Chattanooga, TN 37411

Phone: (423) 894-3865

Fax: (423) 894-4906

Contact: Tamarah R. Daniel, Sr. Outreach and Retention Specialist

E-mail: [tdaniel@chpinternational.com](mailto:tdaniel@chpinternational.com)

Website: [www.jobcorps.gov](http://www.jobcorps.gov)

**Clients:** Youth 16-24. Job Corps is a free education and training program that helps young people learn a career, earn a high school diploma or GED, and find and keep a good job. For eligible youth at least 16 years of age, Job Corps provides the all-around skills needed to succeed in a career and in life.

**Miller-Motte Technical College**

6020 Shallowford Road, Chattanooga TN 37421

Phone: (423) 520-9675

Fax: (423) 510-1985

Contact: June Kearns, Director

E-mail: [jkearns@miller-motte.com](mailto:jkearns@miller-motte.com)

Website: [www.miller-motte.com](http://www.miller-motte.com)

**Clients:** General public

**Northwestern Technical College**

P.O. Box 569, 265 Bicentennial Trail, Rock Spring GA 30739

Phone: (706) 764-3530

Fax: (706) 764-3816

Contact: Mr. Jeff King, Interim President

E-mail: [jking@northwesterntech.edu](mailto:jking@northwesterntech.edu)

Website: [www.northwesterntech.edu](http://www.northwesterntech.edu)

**Clients:** General public

17

**Oak Ridge National Laboratory**

P.O. Box 2008

Oak Ridge, TN 37831

Phone: (865) 574-4160

**Operating Engineers Local 917**

6830 Lee Parkway, W., Chattanooga, TN 37421

Phone: (423)893-6176

Fax: (423)893-6178

Contact: John Holliday

E-mail: [www.iuoe917.com](http://www.iuoe917.com)

**Clients:** Construction Employees

**Orange Grove Center**

615 Derby Street, Chattanooga, TN 37404

Phone: (423) 629-1451

Fax: (423) 698-4357

Contacts: Odell Tiller, Employment Coordinator

E-mail: [otiller@orangegrove.org](mailto:otiller@orangegrove.org)

Website: [www.orangegrovecenter.com](http://www.orangegrovecenter.com)

**Clients:** Developmentally disabled adults

**RE:START – The Center for Adult Education(Formerly READ Chattanooga)**

1501 Riverside Drive, Suite 260, Chattanooga, TN 37406

Phone: (423) 855-4443

Fax: (423) 499-5428

Contact: Julianne Crow, Outreach Director

E-mail: [juliannecrow@restartchattanooga.org](mailto:juliannecrow@restartchattanooga.org)

Website: [www.restartchattanooga.org](http://www.restartchattanooga.org)

**Clients:** Adults of all ages

**Signal Centers, Inc. – Disability Vocational Services/  
Young Adult Enrichment Program**

109 N. Germantown Rd., Chattanooga, TN 37411

Phone: (423) 698-8528 ext. 262

Fax: (423) 624-1365

Contact: Carolyn Boyd, Chief Program Officer

E-mail: [carolyn\\_boyd@signalcenters.org](mailto:carolyn_boyd@signalcenters.org)

Website: [www.signalcenters.org](http://www.signalcenters.org)

**Clients:** Adults with disabilities/At risk youth between ages of 17-21

18

**Siskin Hospital, Vocational Services Department**

One Siskin Plaza, Chattanooga, TN 37403

Phone: (423) 634-1648

Fax: (423) 634-1394

Contact: Tod Cain

E-mail: [todcain@siskinrehab.org](mailto:todcain@siskinrehab.org)

Website: [www.siskinrehab.org](http://www.siskinrehab.org)

**Clients:** Individuals with disabilities and employers in achieving successful return to work.

**Southern Adventist University**

P.O. Box 370, Collegedale, TN 37315

Phone: (423) 236-2000

Fax: (423) 236-2001

Contact: Ruthie Gray, Marketing & University Relations Director

E-mail: [admissions@southern.edu](mailto:admissions@southern.edu)

Website: [www.southern.edu](http://www.southern.edu)

**Clients:** General Public

**Tennessee Department of Labor & Workforce Development**

311 East M. L. King Blvd., Chattanooga, TN 37402

Phone: (423) 634-6441

Fax: (423) 634-0149

Contact: Virginia Housley, Interviewer Supervisor

E-mail: [virginia.housley@tn.gov](mailto:virginia.housley@tn.gov)

Website: [www.state.tn.us/labor-wfd](http://www.state.tn.us/labor-wfd)

**Clients:** Food Stamp Referrals

**Tennessee Department of Rehabilitation Services -- Corporate Connections**

311 East M.L. King Blvd., Chattanooga, TN 37403

Phone: (423) 634-6725

Fax: (423) 634-6712

Contact: Carol I. Martin, Human Resources Specialist

E-mail: [cmartin@utk.edu](mailto:cmartin@utk.edu)

Website: [www.cde.tennessee.edu](http://www.cde.tennessee.edu)

**Clients:** Employers wanting to hire people with disabilities and/or train their workforce on disability issues

**Tennessee Temple University**

1815 Union Avenue, Chattanooga, TN 37404

Phone: (423)-493-4371

Fax: (423)-493-4497

Contact: Stephen Keck, Director of Institutional Advancement

E-mail: [kecks@tntemple.edu](mailto:kecks@tntemple.edu)

Website: [www.tntemple.edu](http://www.tntemple.edu)

**Clients:** General public

**19**

**TN Career Center at Chattanooga**

5600 Brainerd Rd., Suite A-5, Eastgate Town Center, Chattanooga, TN 37411

Phone: (423)-894-5354

Fax: (423)-894-2758

Contact: Andrea Witt, Coordinator/Stephen Dunn, WIA Coordinator

E-mail: [andrea.witt@state.tn.us](mailto:andrea.witt@state.tn.us) or [sdunn@sedev.org](mailto:sdunn@sedev.org)

Website: [www.secareercenter.org](http://www.secareercenter.org)

**Clients:** Job seekers and employers

**TN Small Business Development Center**

100 Cherokee Boulevard, Suite 202, Chattanooga, TN 37405

Phone: (423)-756-8668

Fax: (423)-756-6195

Contact: Kevin Maxfield, Director

E-mail: [kmaxfield@mail.tsbdc.org](mailto:kmaxfield@mail.tsbdc.org)

Website: [www.chattanooga.state.edu/tsbdc](http://www.chattanooga.state.edu/tsbdc)

**Clients:** Any would-be or established entrepreneur except those with non-profit or network marketing businesses

**Tri-State Carpenters & Millwrights Joint Apprentice and Training Committee**

Address: 6136 Airways Blvd. Chattanooga, TN 37421

Phone: (423) 892-5282

Fax: (423) 892-0088

Contact: Mickey Kilgore, Training Coordinator

E-mail: [jamiki@aol.com](mailto:jamiki@aol.com); [tristate@tcrctraining.com](mailto:tristate@tcrctraining.com)

Website: [www.tcrctraining.com](http://www.tcrctraining.com)

**Clients:** People seeking carpentry or millwright apprenticeships

**UA Local 43 Plumbers & Steamfitters Joint Apprentice and Training Committee**

Address: 3013 Riverside Dr. Chattanooga, TN 37406

Phone: (423) 622-4395

Fax: (423) 697-4926

Contact: Doug Dailey

E-mail: [lu43jatc@chattanooga.net](mailto:lu43jatc@chattanooga.net)

Website: [www.ualocal43.org](http://www.ualocal43.org)

**Clients:** People seeking plumbing and steamfitter apprenticeships

**University of Phoenix - Chattanooga Campus**

1208 Pointe Centre Drive, Suite 100, Chattanooga, TN 37421

Phone: (423) 499-2500

Fax: (423) 499-2515

Contact: Mark Mendoza

E-mail: [marka.mendoza@phoenix.edu](mailto:marka.mendoza@phoenix.edu)

Website: [www.phoenix.edu/chattanooga](http://www.phoenix.edu/chattanooga)

**University of Tennessee Center for Industrial Services**

744 McCallie Ave., Suite 502 Doctors Building

Chattanooga, TN 37403

Phone: (423) 634-0850

Fax: (423) 634-0222

Contact: Harding Aslinger, Field Consultant

E-mail: [harding.aslinger@tennessee.edu](mailto:harding.aslinger@tennessee.edu)

Website: [www.cis.utk.edu](http://www.cis.utk.edu)

**Clients:** Area manufacturers

**University of Tennessee at Chattanooga Center for Community Career Education**

615 McCallie Avenue, Dept. 3053, Chattanooga, TN 37403

Phone: (423)-425-4475

Fax: (423)-425-5282

Contact: Sandy Cole, Director

E-mail: [sandy-cole@utc.edu](mailto:sandy-cole@utc.edu)

Website: [www.utc.edu/~careered](http://www.utc.edu/~careered)

**Clients:** School systems, statewide departments of education, community partnerships, businesses, and non-profit organizations.

**University of Tennessee at Chattanooga Continuing Education**

615 McCallie Avenue, Dept. 5255, Chattanooga, TN 37403

Phone: (423)-425-4344

Fax: (423)-425-4170

Contact: Ginny Reese and Kathy Fox

E-mail: [gabby-reese@utc.edu](mailto:gabby-reese@utc.edu) E-mail: [kathy-fox@utc.edu](mailto:kathy-fox@utc.edu)

Website: [www.utc.edu/ce](http://www.utc.edu/ce)

**University of Tennessee at Chattanooga Life Planning**

615 McCallie Avenue, Dept. 3053, Chattanooga, TN 37403

Phone: (423)425-4475

Fax: (423)425-5282

Contact: Sandy Cole

E-mail: [sandy-cole@utc.edu](mailto:sandy-cole@utc.edu)

Website: [www.utc.edu/outreach/communitycareereducation/](http://www.utc.edu/outreach/communitycareereducation/)

**Clients:** Three and one-half week program to assist displaced homemakers and single parents who lost primary wage earner through death, disablement, separation or divorce. Services include assessments, transferring skills from home to workplace, resume construction, interviewing and assistance with postsecondary education.

**21**

**Urban League of Greater Chattanooga**

P.O. Box 11106, Chattanooga, TN 37401

Phone: (423)-756-1762

Fax: (423)-267-2622

Contact: Pecola Lee

E-mail: [pecolalee@yahoo.com](mailto:pecolalee@yahoo.com)

Website: [www.ulchatt.org](http://www.ulchatt.org)

**Clients:** Laborers or entry-level workers on public assistance & individuals upgrading their skills

**U.S. Department of Labor, Office of Apprenticeship**

535 Chestnut St., Suite 217, P.O. Box 11021, Chattanooga, TN 37402

Phone: (423)-752-5112

Fax: (423)-752-5105

Contact: J. Michael Stumpff, Apprenticeship and Training Representative

E-mail: [jmstumpff@doleta.gov](mailto:jmstumpff@doleta.gov)

Website: [www.doleta.gov/atels\\_bat](http://www.doleta.gov/atels_bat)

**Clients:** Any industry wanting to set up an apprenticeship program

**Virginia College School of Business and Health**

721 Eastgate Loop Rd.

Chattanooga, TN 37411

Phone: (423) 893-2000

Contact: George Wheelous, Director of Admissions

E-mail: [gwheelous@vc.edu](mailto:gwheelous@vc.edu)

Website: [www.vc.edu](http://www.vc.edu)

**Clients:** General Public